

# APPROVED

December 16, 2003

## Michigan State Administrative Board

Lansing, Michigan

December 2, 2003

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, December 2, 2003, at 11:00 a.m.

Present: Steve Liedel, Deputy Legal Counsel, representing Jennifer M. Granholm, Governor, Chairperson  
Dennis Fox, Conservation Policy, representing John Cherry, Lt. Governor  
Susan Leffler, Assistant Attorney General for Law, representing Mike Cox, Attorney General  
Mary G. MacDowell, Director of the Financial Services Bureau, representing Jay B. Rising, State Treasurer  
Joe Pavona, Director of Administrative Services, representing Terri Lynn Land, Secretary of State  
Carol Wolenberg, Deputy Superintendent for Administration, representing Thomas D. Watkins, Superintendent of Public Instruction  
Myron Frierson, Deputy Director, Bureau of Finance and Administration, representing Gloria Jeff, Director, Department of Transportation  
Sherry Bond, Secretary

### Others Present:

Wes VanMalsen, Department of Career Development; James Burris, Sean Carlson, Janet Rouse, Department of Management and Budget; Pete Bernardo, Randy Knapp, Pam Lavender, Department of Transportation; Palmer Giron, Department of Treasury; John Truscott, The John Truscott Group/Accenture

### 1. CALL TO ORDER:

Mr. Liedel called the meeting to order and led the Pledge of Allegiance to the Flag.

### 2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Ms. Wolenberg moved the minutes of the State Administrative Board for the regular meeting of November 18, 2003 be approved as distributed. Ms. Leffler supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD

None

4. COMMUNICATIONS:

None

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

**Retention and Disposal Schedule(s):**

GENERAL SCHEDULE #7-Human Resource Records

DEPARTMENT OF MANAGEMENT AND BUDGET, Acquisition  
Services Purchasing, 10/27/2003

DEPARTMENT OF TREASURY, Bureau of State Lottery, Charitable  
Gaming Division, 10/14/2003

FAMILY INDEPENDENCE AGENCY  
Audits, Investigations, & Licensing, Director's Office,  
10/10/2003  
Delinquency Policy Development Division, 10/07/2003  
Disability Determination Services, 10/08/2003

Mr. Pavona moved the State Administrative Board approve the Retention and Disposal Schedules. The motion was supported by Mr. Fox and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:

(Please see the following pages)

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Ms. MacDowell presented the Finance and Claims Committee Report for the regular meeting of November 25, 2003. After review of the forgoing Finance and Claims Committee Report, Ms. Wolenberg moved that the Finance and Claims Committee Report covering the regular meeting held November 25, 2003 be approved and adopted. The motion was supported by Ms. Leffler and unanimously approved.

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Ms. MacDowell presented the Building Committee Report for the meeting of November 26, 2003. After review of the forgoing Building Committee Report, Mr. Fox moved that the Building Committee Report covering the meeting held November 26, 2003 be approved and adopted. The motion was supported by Mr. Pavona and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Report for the meeting of November 26, 2003. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the meeting held November 26, 2003, with the additional withdrawal of Item 44 or the regular agenda at the State Administrative Board meeting of December 2, 2003 be approved and adopted. The motion was supported by Ms. Leffler and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Ms. Leffler moved to adjourn the meeting. The motion was supported by Mr. Pavona and unanimously approved. Mr. Liedel adjourned the meeting.

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SECRETARY

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CHAIRPERSON